

CHAPTER 4

CAREER INFORMATION

The U.S. Navy is a highly complex organization. It is complex not only because of its ships and sophisticated equipment but also because of its Sailors and their many occupational fields. As a Sailor and a future petty officer, your leadership will help to keep our Navy the *greatest Navy in the world*.

Nowhere in society today can you advance as fast and as far as you can in the Navy. The opportunities for you to have a successful naval career are limited only by your abilities and efforts. This chapter is designed to get you started on the path to a rewarding naval career. The first section of this chapter deals with the Navy enlisted classification structure. This system is covered because it provides the framework for your career development. The next sections contain information on duty assignments to special programs and projects and the enlisted warfare specialist program. The last section provides information on enlisted service records.

You might be asking yourself, why do I need to know this information? The answer is simple—many Sailors know little about the administrative details that affect their careers. The information contained in this chapter is vital to a successful naval career. It deals with the factors used, in part, to determine where you will be assigned, when you will advance, and what special programs you are qualified to enter.

If you have any questions, contact your leading petty officer, division or department career counselor, command career counselor, or educational services officer (ESO). Because of frequent changes to personnel policies by both the Navy and the Department of Defense, some of the information provided here may have changed by the time you receive this manual.

THE NAVY ENLISTED CLASSIFICATION STRUCTURE

Learning Objective: Recall the function and use of the Navy Enlisted Classification (NEC) system.

The Navy Enlisted Occupational Classification System (NEOCS) is presented in *Basic Military Requirements*, NAVEDTRA 12018. NEOCS consists of three major subsystems:

1. Enlisted rating structure
2. Navy Enlisted Classification (NEC) structure
3. Special qualifications.

In this chapter the NEC structure is discussed.

The NEC structure supplements the enlisted rating structure. It identifies special knowledges and skills requiring specific recognition not provided by rates and rating—skills that are not rating-wide requirements. Those special skills and knowledges required in specific billets or manpower authorizations are categorized by special NEC codes. These codes are identified by the Chief of Naval Personnel (CHNAVPERS).

When the rating structure alone provides insufficient information for manpower management purposes, the NEC coding system more precisely identifies personnel and manpower requirements. Management continually compares the number of billets requiring special NEC codes with the number of personnel who have the skills and knowledges designated by those codes. It then uses that comparison to plan and control the input of people into the formal courses that prepare them for vacant NEC billets.

The official reference for NECs is the *Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards*, NAVPERS 18068, Section II. For more information about NECs, you may contact your division, department, or command career counselor. Your career counselor or your Personnel Support Detachment can provide you with the latest information.

REVIEW 1 QUESTIONS

Q1. What are the three NEOCS subsystems?

Q2. What does the NEC identify?

SPECIAL PROGRAMS AND PROJECTS DUTY ASSIGNMENTS

Learning Objective: Recognize the options for special programs and/or assignments.

The mission of today's Navy is increasing in complexity. To provide for this ever-increasing complexity, the Navy has established special programs to take care of those tasks not assigned to a specific rating or NEC. Once a long-term requirement for a particular skill exists, the applicable program becomes a part of the regular naval organization. If necessary, new ratings may be established for specific skills. This portion of the chapter will acquaint you with some of the duty assignments involved in those special programs and projects. Chapter 9 of the *Enlisted Transfer Manual* (*TRANSMAN*), NAVPERS 15909, outlines special programs not mentioned in this text.

LAW ENFORCEMENT

Law enforcement, physical security duty, permanent shore patrol, armed forces police detachments, and Navy absentee collection units exist at many shore activities. The armed forces police detachments usually are located overseas where several services are represented. For selection to this type of duty, personnel must have qualities such as common sense, sound judgment, initiative, unquestioned reliability, and honesty. To qualify for law enforcement duty, you must meet the qualifications outlined in chapter 9 of the *TRANSMAN*. If you qualify for this type of duty, you may submit a request through the chain of command to NAVPERSCOM.

BRIG STAFF DUTY

Brig staff duty throughout the United States and at a few overseas locations provides exceptional opportunities for personnel to enhance their leadership qualities without regard to their military specialty. Personnel must meet certain basic qualifications for this type of duty. They must have served a minimum of 24

months active duty following recruit training, have a clear record, and have a General Classification Test (GCT) or word knowledge score of at least 45. They also must be at least a PO3, be mature and emotionally stable, and be able to issue commands and instructions clearly in the English language. Chapter 9 of the *TRANSMAN* lists the other requirements personnel must meet for this type of duty. Requests should be submitted through your chain of command to NAVPERSCOM.

U.S. NAVAL CEREMONIAL GUARD

The U.S. Naval Ceremonial Guard is located in Washington, D.C., at the U.S. Naval Station, Anacostia. It is the official ceremonial unit of the Navy and, as such, is a presidential support activity. A component of the naval district in Washington, the Guard performs at functions such as parades, funerals, and various presidential functions. It is a "spit and polish" unit that has attained national recognition and has received many awards for its work.

Non-petty officers are selected for the Guard directly from the recruit training command, and petty officers are selected from those who are eligible for shore duty. Petty officers serve 36-month tours with the U.S. Naval Ceremonial Guard Unit.

NAVY AIRCREW PROGRAM

One major advantage of being assigned to duty in the Navy Aircrew Program is that you become eligible for flight pay—a form of hazardous duty pay. Chapter 9 of the *TRANSMAN* outlines tour lengths; however, they may vary depending upon the sea/shore code for the activity to which you are assigned. Only enlisted aviation personnel who meet the qualifications for Aircrew Program training, as outlined in the *TRANSMAN*, chapter 9, may qualify for this program. A request for assignment to this program should be submitted to NAVPERSCOM via your commanding officer.

NAVY SPECIAL WARFARE AND EXPLOSIVE ORDNANCE DISPOSAL PROGRAMS

The Navy special warfare community includes enlisted personnel qualified for assigned secondary NECs 5321, 5322, 5326, 5327, 5332, and 5333. Additionally, these personnel carry the enlisted designator DV (qualified as a diver) or PJ (qualified as a parachutist) or both. Once qualified, personnel may be

assigned to special warfare operations as underwater demolition/sea-air-land (UDT/SEAL) team operators or to explosive ordnance disposal operations as explosive ordnance disposal (EOD) technicians. Personnel who request this type of duty must meet the qualifications listed in the *TRANSMAN*, chapter 9. Personnel who successfully complete training may receive specialty pay and assignment to an appropriate billet.

REVIEW 2 QUESTIONS

- Q1. Why were special programs and projects duty assignments established?
- Q2. Where can you find information about special programs?

REQUIREMENTS FOR ENLISTED WARFARE SPECIALIST DESIGNATION

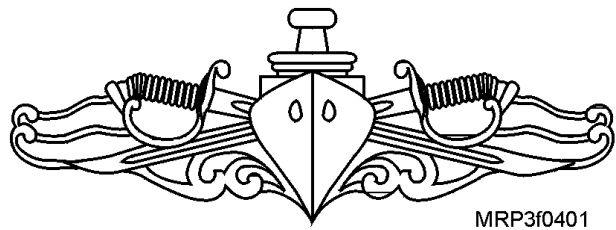
Learning Objective: Recall the requirements for enlisted warfare specialist designations.

The purpose of the enlisted warfare specialist designation is to recognize through a formal qualification program exceptional achievement, initiative, and professional qualifications of enlisted personnel.

To qualify as an enlisted warfare specialist, you must complete a qualification program that is part of the personnel qualification standards (PQS). The qualification program consists of general knowledge requirements of the overall mission, engineering capabilities, combat systems and other mission-essential systems, and basic equipment involved in the particular warfare specialty.

WARFARE DESIGNATORS

The Navy has four enlisted warfare specialist designations: Enlisted Surface Warfare Specialist (ESWS), Enlisted Aviation Warfare Specialist (EAWS), Enlisted Submarine Specialist (ESS), and Enlisted Seabee Combat Warfare Specialist (ESCWS). Figures 4-1 through 4-4 show the designated pins to be awarded after all qualifications have been met and approved.



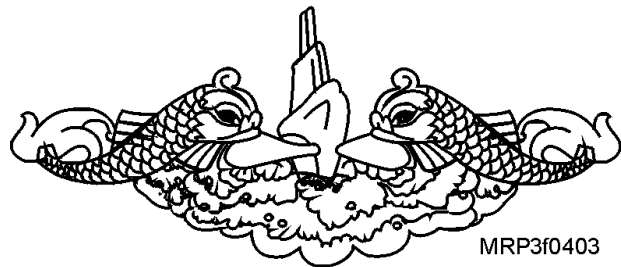
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Figure 4-1.—Enlisted Surface Warfare Specialist insignia.



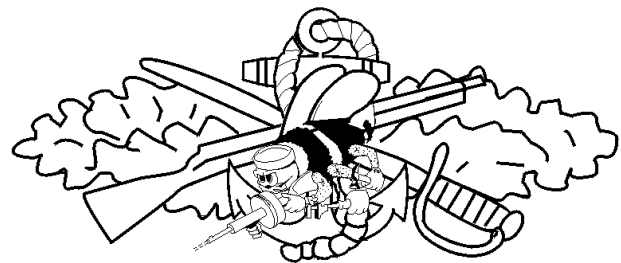
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Figure 4-2.—Enlisted Aviation Warfare Specialist insignia.



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Figure 4-3.—Enlisted Submarine Specialist insignia.



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Figure 4-4.—Enlisted Seabee Combat Warfare Specialist insignia.

QUALIFICATIONS

For details and the most up-to-date eligibility requirements, consult the following community-specific instruction. The instructions are Enlisted Surface Warfare Specialist Qualification, OPNAV 1414.1; Enlisted Aviation Warfare Specialist Qualification Program, OPNAV 1414.2; Enlisted Requirements for Submarine Qualification, COMSUBLANT/COMSUBPACINST 1552.16; and Seabee Combat Warfare Qualification, OPNAV 1410.1. The general qualifications to receive a warfare specialist designation are as follows:

- Be assigned to a command authorized to award a warfare specialist designator
- Be attached for a specific length of time
- Maintain an overall performance mark set by specific instruction
- Pass a written and/or oral examination
- Be recommended by the chain of command
- Be approved by the commanding officer
- Obtain a page 13 entry in your service record

As mentioned above, the instruction for each warfare specialty gives specific qualifications. They include requirements for any waivers, administrative procedures, disqualification guidelines, requalification requirements, and any related PQS requirements.

REVIEW 3 QUESTIONS

- Q1. The enlisted warfare specialist program is part of what qualification standard?
- Q2. You must obtain a page 13 entry in your service record in order to receive a warfare specialist designation. True or False.

ENLISTED SERVICE RECORDS

Learning Objectives: Recognize the contents of the enlisted service record. Recognize the Record of Emergency Data (page 2). Recall the types of information found on the Enlisted Qualification History (page 4).

The enlisted service record is the official history of a person's Navy career. The information contained in the service record starts when you apply for enlistment and is added to throughout your naval service. The record is the property of the Navy and must be safeguarded against loss and against access by unauthorized persons. Service record entries are made by those personnel who are given such authority by the commanding officer. The enlisted service record, NAVPERS 1070/600, is a flat folder containing various forms concerning your enlisted service. Your service record will contain only the forms that apply to you.

The right-hand side has certain forms in a specific order. The order in which these forms are filed has led to their being referred to as pages. For example, your enlistment contract is the first, or bottommost, form. It is referred to as page 1. Some of the forms found in all service records will be discussed later.

Other papers required for safekeeping or record purposes are filed on the left-hand side of the folder. A separator, entitled Career Performance Data, NAVPERS 1070/617, divides the left-hand side. Beneath this separator are your evaluation report and counseling record, commendations, and awards correspondence. If you have a previous enlistment, copies of any Certificates of Release or Discharge from Active Duty, DD Forms 214, are filed beneath the separator. All other papers are filed above the separator in chronological order, the most recent date on top.

Only two forms from the enlisted service record will be discussed in this chapter. The remaining forms are more or less of an administrative nature. Some pages require several sheets during an enlistment. For example, there usually will be several page 13s.

RECORD OF EMERGENCY DATA

The Dependency Application/Record of Emergency Data, NAVPERS 1070/602, commonly known as page 2, is a multipurpose form and is used for both officer and enlisted personnel.

Part I of this form serves as an application for dependency allowances. It is completed at the recruit training command or first duty station and whenever you gain or lose a dependent.

NAVPERS 1070/602 (Rev. 7-72) (PART II) (BACK)			
77. LOCATION OF WILL OR OTHER VALUABLE PAPERS			
78. REMARKS			
Is beneficiary designation of S.G.I.I. on file? <input type="checkbox"/>			DATE (If Yes)
NOTE: THIS FORM DOES NOT DESIGNATE OR CHANGE BENEFICIARY			
79. SIGNATURE OF DESIGNATOR			
<div style="text-align: right; padding-right: 10px;"> CERTIFICATE I have reviewed the data entered on this form and certify that it is correct. Execute a new NAVPERS 1070/602 if data is not correct. </div>			
DATE	SIGNATURE OF DESIGNATOR		

DEPENDENCY APPLICATION/RECORD OF EMERGENCY DATA							
1. UNIT I.D.		2. SHIP OR STATION			3. 4.		
5. NAME OF SPOUSE				6. DATE OF BIRTH OF SPOUSE		7. RELATIONSHIP	
8. PLACE OF MARRIAGE (CITY & STATE OR COUNTRY)				9. DATE MARRIED		10. CITIZENSHIP OF SPOUSE	
11. ADDRESS OF SPOUSE						12. DEP	
13. NAME OF CHILD OR DEPENDENT				14. DATE OF BIRTH		15. RELATIONSHIP	
16. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)							17. DEP
18. NAME OF CHILD OR DEPENDENT				19. DATE OF BIRTH		20. RELATIONSHIP	
21. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)							22. DEP
23. NAME OF CHILD OR DEPENDENT				24. DATE OF BIRTH		25. RELATIONSHIP	
26. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)							27. DEP
28. NAME OF CHILD OR DEPENDENT				29. DATE OF BIRTH		30. RELATIONSHIP	
31. ADDRESS (INCLUDE NAME OF CUSTODIAN IF OTHER THAN CLAIMANT)							32. DEP
33. NAME OF FATHER							
34. ADDRESS OF FATHER (SEE SPECIAL INSTRUCTIONS BEFORE COMPLETING BLOCK 35)							35. DEP
36. NAME OF MOTHER							
37. ADDRESS OF MOTHER (SEE SPECIAL INSTRUCTIONS BEFORE COMPLETING BLOCK 38)							38. DEP
39. WERE YOU PREVIOUSLY MARRIED? <input type="checkbox"/> YES <input type="checkbox"/> NO		40. PRIOR MARRIAGE DISSOLVED BY <input type="checkbox"/> DEATH <input type="checkbox"/> ANNULMENT <input type="checkbox"/> DIVORCE		41. DATE		42. PLACE (CITY & STATE OR COUNTRY)	
43. WAS SPOUSE PREVIOUSLY MARRIED? <input type="checkbox"/> YES <input type="checkbox"/> NO		44. PRIOR MARRIAGE DISSOLVED BY <input type="checkbox"/> DEATH <input type="checkbox"/> ANNULMENT <input type="checkbox"/> DIVORCE		45. DATE		46. PLACE (CITY & STATE OR COUNTRY)	
47. OTHER				48. ADDRESS		49. RELATIONSHIP	
50. NEXT OF KIN OF SPOUSE (NOT HUSBAND, WIFE OR MINOR CHILD)				51. ADDRESS		52. RELATIONSHIP	
53. BENEFICIARY(S) FOR UNPAID PAY AND ALLOWANCES				54. ADDRESS		55. RELATIONSHIP	
57. PERSON TO RECEIVE ALLOWMENT IF IN A MISSING STATUS. SUBJECT TO SECURITY DETERMINATION				58. ADDRESS		59. %	
60. BENEFICIARY(S) FOR GRATUITY PAY (NO SPOUSE OR CHILD SURVIVING)				61. ADDRESS		62. RELATIONSHIP	
64. LIFE INSURANCE DATA (NAME OF CO) (DO NOT INCLUDE SOLI)				65. ADDRESS		66. POLICY NUMBER	
67. RELIGION		68. 69.		70. RANK / RATE		71. PAGE	
73. NAME OF DESIGNATOR (LAST, FIRST, MIDDLE)				74. SSN		75. USN 76. USNR	
NAVPERS 1070 / 602 (Rev. 7-72) S/N 0106-LF-018-6035 PART II BUREAU OF NAVAL PERSONNEL							

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Figure 4-5.—Dependency Application/Record of Emergency Data (page 2), NAVPERS 1070/602.

Part II of this form (fig. 4-5) provides an immediately accessible, up-to-date record of emergency data for casualty reporting and notification of the next of kin. Therefore, you should have this part of the form updated whenever any of your dependents have a change

of address or change of status. If your page 2 was updated at a command with an automated data system, it will look a little different than figure 4-5; the information, however, will be the same.

ENLISTED QUALIFICATIONS HISTORY

The Enlisted Qualifications History, NAVPERS 1070/604, is page 4 of the service record. The initial page 4 is prepared by the classification section at the Military Entrance Processing Station (MEPS). This form is a permanent part of your enlisted service record and accompanies you throughout your active-duty or inactive-duty career. Subsequent page 4s are prepared by your command after a section becomes filled with entries.

The page 4 has a wealth of information that is of considerable value to you and the Navy. It includes but is not limited to the following:

1. Education experience level (highest grade completed, General Education Development [GED]). See figure 4-6, section 1.
2. Classification/Armed Services Vocational Aptitude Battery (ASVAB) testing qualifications (This section is to be completed by enlisted classifiers only.). See figure 4-6, section 2.
3. Off-duty education/non-required Navy correspondence courses (Scholastic Aptitude Test [SAT], American College Test [ACT] scores). See figure 4-7, section 3.
4. Training courses (courses qualifying the member to operate or maintain specific types of equipment). See figure 4-7, section 4.
5. Navy service schools/military training courses. See figure 4-8, section 5.
6. Correspondence courses required for advancement. See figure 4-8, section 6.
7. Navy Enlisted Classifications (NEC) codes. See figure 4-9, section 7.
8. Personnel advancement requirements. See figure 4-9, section 8.
9. Rate advancements. See figure 4-9, section 9.
10. Designators (special warfare, etc.). See figure 4-9, section 10.
11. Awards (personal military decorations and unit awards). See figure 4-10, section 11.
12. Personnel Qualification Standards (PQS). See figure 4-11, section 12.

When you reenlist, a new NAVPERS 1070/604 is prepared for the Field Service Record. A copy of all previously completed page 4s will be maintained in the Field Service Record (right side). All originals are forwarded to the Bureau of Naval Personnel for inclusion in your permanent service record.

ENLISTED QUALIFICATIONS HISTORY													
1. EDUCATIONAL EXPERIENCE LEVEL													
GED (HS) EQUIVALENT TEST			COLLEGE LEVEL GENERAL EXAMS				PRESENT LEVEL OF EDUCATION						
DATE ISSUED	ISSUING STATE	INIT	DATE PASSED	INIT			12	13	14	15	16	17	
2. CLASSIFICATION/ASVAB TESTING QUALIFICATIONS													
TEST FORM ID	DATE ADMIN.	AFQT	GS	AR	WK	PC	NO	CS	AS	MK	MC	EI	VE
ASVAB ADMINISTERED BY:													
SPECIAL TEST SCORES													
NAME			FORM			DATE			SCORE				
CLASSIFIER'S SIGNATURE:													

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Figure 4-6.—Enlisted Qualifications History (page 4), NAVPERS 1070/604, Sections 1-2.

3. RECORD OF OFF-DUTY EDUCATION/VOC/TECH TRAINING AND NON-REQUIRED CORRESPONDENCE COURSES									
NUMBER/TITLE OF COURSE OR TEST	SCHOOL	DATE COMPLETED	GRADE	INIT	NUMBER/TITLE OF COURSE OR TEST	SCHOOL	DATE COMPLETED	GRADE	INIT

4. OTHER TRAINING COURSES/INSTRUCTIONS COMPLETED				
DATE COMPLETED	TYPE OF COURSE AND/OR INSTRUCTION	DURATION	LOCATION	INIT

NAME (Last, First, Middle)	SOCIAL SECURITY NUMBER	BRANCH AND CLASS
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Figure 4-7.—Enlisted Qualifications History (page 4), NAVPERS 1070/604, Sections 3-4.

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5. NAVY SERVICE SCHOOLS/MILITARY TRAINING COURSES									
COURSE TITLE/SCHOOL		NEC	DATE ENROLLED/COMPLETED		COURSE TITLE/SCHOOL		NEC	DATE ENROLLED/COMPLETED	
COURSE LENGTH	GRADE	MANNER OF COMPLETION		INIT	COURSE LENGTH	GRADE	MANNER OF COMPLETION		INIT
		<input type="checkbox"/> GRADUATED	<input type="checkbox"/> DROPPED				<input type="checkbox"/> GRADUATED	<input type="checkbox"/> DROPPED	

6. CORRESPONDENCE COURSES REQUIRED FOR ADVANCEMENT									
DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER		DATE COMPLETED	INIT	DESCRIPTION OF COURSE, RATE OR NAVPERS NUMBER		DATE COMPLETED	INIT		

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Figure 4-8.—Enlisted Qualifications History (page 4), NAVPERS 1070/604, Sections 5-6.

7. NAVY ENLISTED CLASSIFICATIONS				8. PERSONNEL ADVANCEMENT REQUIREMENTS		
PRIMARY CODE	SECONDARY CODE	DATE	INIT	DESCRIPTION	DATE COMPLETED	INIT

9. ENLISTED RATE/RATING				10. DESIGNATOR RECORD			
RATE	DATE	TIME IN RATE	INIT	DATE	DESIGNATOR	QUAL/REVOCATION	INIT

NAME (Last, First, Middle)				SOCIAL SECURITY NUMBER		BRANCH AND CLASS	
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Figure 4-9.—Enlisted Qualifications History (page 4), NAVPERS 1070/604, Sections 7-10.

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11. AWARDS				
AWARD NAME	DATE OF AWARD	AUTHORITY	ADV PNTS	INIT

NAME (Last, First, Middle)		SOCIAL SECURITY NUMBER		BRANCH AND CLASS	
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Figure 4-10.—Enlisted Qualifications History (page 4), NAVPERS 1070/604, Section 11.

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Figure 4-11.—Enlisted Qualifications History (page 4), NAVPERS 1070/604, Section 12.

When you reenlist, a new NAVPERS 1070/604 is prepared for the Field Service Record. A copy of all previously completed page 4s will be maintained in the Field Service Record (right side). All originals are forwarded to the Bureau of Naval Personnel for inclusion in your permanent service record.

When you are discharged from the Navy, you will be given copies of all of your page 4s. Upon application for reenlistment, your page 4s should be presented to the recruiter along with a copy of your DD 214.

- Q3. In the enlisted service record where can you find a list of Navy service school/military training courses a service member has completed?

SUMMARY

REVIEW 4 QUESTIONS

- Q1. The enlisted service record is the property of the individual. True or False.
- Q2. What is the title of page 2?

The Navy offers many programs to help you develop a rewarding, successful career in the Navy. The "key" to these opportunities is knowing the administrative details that can affect your career.

Several factors affect your Navy career—your NECs, your varied assignments, and enlisted warfare specialist designations. Other factors such as evaluations are discussed in *Basic Military Requirements*.

REFERENCES

Basic Military Requirements, NAVEDTRA 12018, Naval Education and Training Professional Development and Technology Center, Pensacola, FL, 1999.

Enlisted Transfer Manual, NAVPERS 15909F, Bureau of Naval Personnel, Washington, DC, October 1995.

Manual of Navy Enlisted Manpower and Personnel Classifications and Occupational Standards, NAVPERS 18068F, Bureau of Naval Personnel, Washington, DC, 1990.

Naval Military Personnel Manual, NAVPERS 15560C, Bureau of Naval Personnel, Washington, DC, August 1991.

REVIEW 1 ANSWERS

- A1. The three NEOCS subsystems are **enlisted rating structure, Navy enlisted classification (NEC) structure, and special qualifications**.
- A2. The NEC identifies **special knowledge and skills not provided by rates and rating—skills that are not rating-wide requirements**.

REVIEW 2 ANSWERS

- A1. The Navy established special programs and projects duty assignments to **take care of those tasks not assigned to a specific rating or NEC**.
- A2. Information about special programs can be found in **chapter 9 of the *Enlisted Transfer Manual (TRANSMAN)*, NAVPERS 15909**.

REVIEW 3 ANSWERS

- A1. The qualification program is part of the **personnel qualification standards (PQS)**.
- A2. **True**. You must obtain a page 13 entry in your service record in order to receive a warfare specialist designation.

REVIEW 4 ANSWERS

- A1. **False**. The enlisted service record is the property of the Navy.
- A2. The page 2 is titled **Dependency Application/Record of Emergency Data**.
- A3. The list of navy service school/military training courses a service member has completed can be found on the **Enlisted Qualifications History, NAVPERS 1070/604, page 4** of the service record.